

4 CSR 200-3.020 Discontinuing and Reopening Programs

PURPOSE: This rule defines the procedure for discontinuing and reopening programs of practical nursing.

(1) Program Discontinuation.

(A) A letter of intent shall be submitted to the board, at least six (6) months and, preferably, one (1) year prior to closing the program. A letter of intent shall include:

1. Closing date; and

2. Plans for completion of program for currently enrolled students.

(B) The plan for closure must be approved by the board prior to implementation.

(C) Date of completion on the diploma/certificate shall be on or before the official closing date of the program.

(D) Application for registration with the required fee shall be submitted annually to the board as long as there are students in the program of practical nursing.

(E) Records for all graduates and for all students who attended the program of practical nursing shall be filed in the manner used by the institution conducting the program.

1. Transcripts of all courses attempted or completed by each student attending the program shall be maintained permanently in a fire-resistant file, storage area, or both. Provisions for obtaining copies of transcripts shall be maintained.

2. If the program of practical nursing closes, but the sponsoring institution continues, that institution shall assume the responsibility for the records and notify the board, in writing, of the location of the storage of the records.

3. If the program of practical nursing and the sponsoring institution both close, the transcripts shall be given permanent custodial care and the board shall be notified in writing of the name and address of the custodian.

(F) Classroom and clinical instruction approved by the board shall be provided until the designated date of closing. The school shall be responsible for providing a complete educational program for the currently enrolled students or shall provide a mechanism for transfer.

(2) Program Reopening. The procedure for reopening a program of practical nursing is the same as for initial accreditation in 4 CSR 200-3.010(1)(C).

AUTHORITY: section 335.036, RSMo Supp. 1997.* Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective

Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.

*Original authority 1975, amended 1981, 1985, 1993, 1995.

4 CSR 200-3.030 Change in Sponsorship

PURPOSE: This rule defines the procedure for change of sponsorship.

(1) An institution assuming the sponsorship of an accredited program of practical nursing shall notify the board in writing within ten (10) working days after the change of sponsorship.

(2) A Change in Sponsorship Form provided by the board shall be completed and returned within thirty (30) days of receipt of form.

(3) Any proposed changes that affect the criteria included in 4 CSR 200-3.010(1)(C)1. A.-C. must be approved by the board prior to implementation.

(4) Program documents shall be changed to indicate the appropriate sponsor. The board may issue a Certificate of Accreditation indicating the change in sponsorship, if appropriate.

AUTHORITY: section 335.036, RSMo Supp. 1997.* Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.

*Original authority 1975, amended 1981, 1985, 1993, 1995.



STATE OF MISSOURI
BOARD OF NURSING
CHANGE IN SPONSORSHIP

PRESENT INFORMATION

NAME OF SCHOOL		DATE	
NAME OF NURSING PROGRAM ADMINISTRATOR		TITLE OF NURSING PROGRAM ADMINISTRATOR	
NAME OF EXISTING SPONSORING AGENCY		ANTICIPATED DATE OF SPONSORSHIP CHANGE	

PROPOSED INFORMATION

NAME OF ASSUMING SPONSORING AGENCY		YOU MUST ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER YES TO ANY OF THESE QUESTIONS, YOU MUST ATTACH THE PROPOSED CHANGES.	
ADDRESS OF ASSUMING SPONSORING AGENCY		CITY	STATE ZIP CODE

This section can be located in the State of Missouri Minimum Standards for Accredited Programs of Professional Nursing, section 4 CSR 200-2.010 Accreditation, located on pages 4, 5, 6 and 7.

1. Will there be any changes to the curriculum? This includes philosophy, organizational framework, outcome criteria, curriculum sequence, course objectives and descriptions including credit and/or clock hours for nursing and non-nursing courses?
If yes, attach proposed changes. ☐ YES ☐ NO
2. Will there be any changes for students? This includes the number of students per class, number of classes admitted per year, admission criteria, plans for progression and retention of students, grievance procedure, or plan for emergency health care of nursing students?
If yes, attach proposed changes. ☐ YES ☐ NO
3. Will there be any changes in faculty? This includes the number of full-time and part-time faculty, qualifications of faculty and position descriptions.
If yes, attach proposed changes. ☐ YES ☐ NO
4. Will there be any changes in ancillary personnel? This includes position descriptions and the number of full-time and part-time ancillary personnel?
If yes, attach proposed changes. ☐ YES ☐ NO
5. What is the accreditation status of the proposed sponsoring institution? _____
6. Attach a description of the governing body and attach copies of the organizational charts of the proposed sponsoring institution and the program of professional nursing.
7. Attach a description of the financial stability and resources of the sponsoring institution and the program of nursing.
8. Are the physical facilities changing? ☐ YES ☐ NO
If yes, complete the following:
 A) Attach a description of the educational facilities (classrooms, library, offices, clinical skills laboratory, etc.)
 B) Attach a description of the clinical facilities that will provide educationally sound experiences.

A Change in Sponsorship Form shall be completed and returned to the Board within thirty (30) days after receiving the form. This notification must be received by the Board no later than thirty (30) days after the change in sponsorship.

NAME OF PERSON COMPLETING THIS FORM		TITLE	
SIGNATURE	DATE	DAYTIME TELEPHONE NUMBER	

4 CSR 200-3.035 Multiple Campuses

PURPOSE: This rule defines the procedure for multiple campuses.

- (1) Each campus of a program of practical nursing will be treated independently for purposes of compliance with the minimum standards set forth by the State Board of Nursing.
- (2) Each campus is required to submit a separate annual report, five (5)-year survey, annual registration and annual registration fee.
- (3) The program must submit a proposal as indicated in 4 CSR 200-3.010 and receive approval from the Board of Nursing before opening an additional campus. Each additional campus shall be surveyed.
- (4) It is not necessary that there be a separate administrator for programs which have multiple campuses; however, there must be one (1) full-time faculty person designated as the coordinator of each campus.
- (5) Discipline of one (1) campus will not automatically result in discipline of other campuses of the same program.
- (6) Each campus will be evaluated individually concerning licensure examination results.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.040 Program Changes Requiring Board Approval, Notification, or Both

PURPOSE: This rule defines program changes which require board approval, notification, or both.

- (1) Changes requiring board approval prior to implementation—
 - (A) Curriculum;
 - (B) Length of program;
 - (C) Clinical sites;
 - (D) Increase number of students by admission or transfer, by more than one (1) beyond the number approved by the Board of Nursing;
 - (E) Pilot program project;
 - (F) Relocation of the program or any of its components;

(G) Appointment of new faculty or program administrator (see 4 CSR 200-3.060).

(2) Curriculum changes that require board approval include:

(A) Alteration of the program philosophy, purpose(s) and/or objectives which influence or affect the integration of material into the total curriculum; and

(B) A plan must be presented to the board showing—

1. Narrative description of the change(s) proposed and the current curriculum;
2. Rationale for proposed changes;
3. Concise presentation of the proposed change(s) with the current curriculum, in a side-by-side model, in order to contrast the proposed curriculum with the current curriculum;
4. Timetable for implementation of changes;
5. Narrative of impact on the curriculum including philosophy, graduate competencies, and curriculum sequence;
6. Explanation of the anticipated effect on: currently enrolled students, role and function of graduates of the changed program, faculty and resources and facilities; and
7. Methods of evaluation to be used to determine the effect of the change.

(3) The request shall be submitted prior to the deadline established by the board.

(4) Program changes in the following areas require board notification and shall be submitted to the board in writing within thirty (30) days:

- (A) Name of program; and
- (B) Mailing address.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.050 Organization and Administration of an Accredited Program of Practical Nursing

PURPOSE: This rule defines the organization and administration of an accredited program of practical nursing.

(1) Philosophy of the program shall be in writing and shall be consistent with the mission statement or philosophy of the sponsoring institution.

(2) The graduate competencies shall be derived from the program's philosophy.

(3) The philosophy and the graduate competencies shall be the basis on which the program is developed.

(4) Faculty has authority to formulate rules for governing committees of Admission and Curriculum.

(A) Meetings shall be scheduled at stated intervals.

(B) Written minutes shall be maintained of all meetings.

(5) Organizational Charts. The program shall have a current organizational chart showing the relationship of the program to the sponsoring institution, the faculty structure and cooperating agencies.

(6) Finance.

(A) There shall be an annual budget to support the program.

(B) The administrator of the program shall administer the budget.

(C) The administrator, with input from the faculty, shall make recommendations for the budget.

(7) Clerical Assistance. Each program shall have secretarial and other support services sufficient to meet the needs of the program.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.060 Administrator/Faculty

PURPOSE: This rule defines the categories, qualifications and competencies, minimum number, employment policies, responsibilities and reports for faculty members.

(1) Responsibilities.

(A) The administrator of the program shall be a registered nurse employed full-time. The

administrator shall have the primary responsibility and the authority for the administration of the nursing program.

(B) Nurse faculty shall develop, implement, maintain and evaluate the program in relation to stated philosophy and graduate competencies of the program.

(2) Qualifications and Competencies.

(A) Program administrator shall meet the following criteria for appointment:

1. Current license to practice professional nursing in Missouri;

2. Bachelor of Science in Nursing with a clinical component. The program administrator appointed to the position prior to December 9, 1993 is exempt from the requirement of having a Bachelor of Science in Nursing;

3. Equivalent of two (2) years of full-time experience within five (5) years or have a total of two (2) years of part-time experience within the last (5) five years and evidence of active pursuit of a Baccalaureate of Science in Nursing or higher advanced nursing degree. Experience shall be in nursing education, clinical practice, or administration; and

4. Qualified for vocational teacher certification. Current certification to be obtained within three (3) months of appointment.

(B) Faculty must be approved by the board prior to appointment. Nurse faculty shall meet the following criteria for appointment:

1. Current license to practice professional nursing in Missouri.

2. Educational requirements.

A. All faculty members teaching in practical nursing program shall have a minimum of a Bachelor of Science in Nursing with a clinical component.

B. Faculty appointed prior to January 1, 1999 are exempt from this requirement;

3. Equivalent of two (2) years of full-time experience within five (5) years or two (2) years of part-time experience within the last (5) five years and evidence of active pursuit of a Bachelor of Science in Nursing of higher advanced nursing degree. Experience shall be in nursing education, clinical practice, or administration; and

4. Qualified for vocational teacher certification. Current certification to be obtained within three (3) months of appointment.

(C) Non-nurse faculty shall have professional preparation and qualifications for the specific areas in which they are involved.

(D) Minimum Number of Faculty. One (1) full-time professional nurse in addition to the administrator with sufficient faculty, to achieve the objectives of the educational program and such number shall be reasonably

proportionate to: number of students enrolled; frequency of admissions; number and location of clinical sites; and total responsibilities of the faculty. Faculty assignments shall allow time for class and laboratory preparation; teaching; program revision; improvement of teaching methods and participation in faculty organizations and committees.

(3) Employment Policies.

(A) To the extent required by the law—age, marital status, sex, national origin, race, color, creed, disability and religion shall not be determining factors in employment.

(B) Nursing Program.

1. Personnel policies shall be in writing, available, and consistent with the sponsoring agency.

2. Position descriptions shall be in writing and shall detail the responsibilities and functions for each position.

3. A planned orientation shall be in writing and implemented, including a description of the role of a licensed practical nurse and professional nurse according to the Nursing Practice Act (NPA).

(4) Responsibilities. The administrator and faculty of the program shall be responsible for, but not limited to:

(A) Complying with minimum standards;

(B) Ongoing, systematic development, implementation and evaluation of the total program;

(C) Instruction and evaluation of students;

(D) Participation on committees providing input on policies regarding recruitment, admission, retention, promotion and graduation of students;

(E) Ensuring availability of academic advisement and guidance of students;

(F) Maintenance of student records;

(G) Ensuring confidentiality of student records;

(H) Maintenance of clinical and educational competencies in areas of instructional responsibilities. The program administrator and faculty shall maintain professional competence by activities which may include nursing practice, continuing education, writing, or participation in professional associations;

(I) Participation in program activities; and

(J) Participation in the development of departmental and institutional policies.

AUTHORITY: section 335.036, RSMo Supp 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted:*

Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.070 Physical Facilities

PURPOSE: This rule defines the physical facilities required for programs of practical nursing.

(1) Office Space and Equipment.

(A) The institution shall provide space and equipment to fulfill the purpose of the program.

(B) The administrator of the program shall have a private office.

(C) The coordinator and faculty shall have office space sufficient to carry out responsibilities of their position.

(D) Private areas shall be provided for faculty/student conferences.

(E) Fire-resistant storage space for student records (refer to 4 CSR 200-3.110(2)(B)).

(2) Library.

(A) Each program and each campus of each program shall have library resources with the following:

1. Quiet area designated for study;

2. Current resources to meet the educational needs of the students and to meet the instructional and scholarly activities of the faculty;

3. Budgetary plan for acquisition of printed and multimedia material;

4. System for readily identifying or deleting outdated resources;

5. Policies and procedures governing the administration and the use of the library shall be in writing and available to students; and

6. Library resources shall be available and accessible to meet the needs of the students.

(3) Classrooms and Clinical Skills Laboratory.

(A) Classrooms shall be of size, number and type for the number of students and teaching methodology.

(B) Classrooms shall have climate control, ventilation and lighting conducive to learning.

(C) Classrooms shall have seating, furnishings and equipment conducive to learning.

(D) Storage space shall be available for equipment and supplies.

(E) Each program and each campus of each program shall have a clinical skills laboratory available to the students.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.080 Clinical Sites

PURPOSE: This rule defines approval for and required clinical learning experiences in clinical facilities used by the educational unit.

(1) Clinical sites shall be selected which will provide learning experiences to meet the objectives of the course.

(2) Clinical sites used for direct care and participatory observation shall be approved by the board prior to utilization for student learning experiences.

(3) Clinical sites used for observation do not require board approval prior to utilization.

(4) Observational and participatory observation experiences should provide learning experiences to meet the program outcomes and should not exceed forty percent (40%) of the total clinical program hours. Orientation to the facility does not contribute to the forty percent (40%).

(5) Clinical sites for each course or clinical experience shall be listed in the annual report and include the following:

- (A) Course number;
- (B) Name and address of the clinical site;
- (C) Purpose (area used);
- (D) Type of experience, i.e., direct-care, observation, participatory observation;
- (E) Number of students in clinical group;
- (F) Number of preceptors;
- (G) Total clinical clock hours;
- (H) Confirmation that agreements have been made with other programs who use the clinical site; and
- (I) Confirmation that the nursing program has a contract with the clinical agency.

(6) Programs shall make their own arrangements with the clinical sites. Non-health care related sites utilized for community-based learning experiences for students must have an identifiable sponsoring agency with a clearly defined purpose(s). A contract or let-

ter of agreement shall be completed before experiences.

(7) Programs sharing the same clinical sites shall maintain evidence of cooperative planning with each other for the scheduling of clinical experiences. Confirmation should exist that agreements have been made with other programs who use the clinical sites.

(8) Each program shall have a written agreement with each clinical site. These written agreements shall be reviewed annually.

(9) Clinical agreements shall provide a termination clause.

(10) There shall be a written orientation plan for students for each clinical site.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.085 Preceptors

PURPOSE: This rule defines the utilization of preceptors.

(1) Preceptors may be used as role models, mentors and supervisors of students in practical nursing programs. Each preceptor shall be provided a copy of the designated objectives of the course in which the student is enrolled and given directions on how to assist the student in meeting the objectives of the course.

(2) Preceptors do not replace faculty in the education of the student but serve to assist faculty in achieving the designated objectives of the course. Preceptors are not faculty of the nursing program and do not have to meet the qualifications for faculty set forth in the minimum standards (see 4 CSR 200-3.060(2)(B)).

(3) Preceptors are not to be considered when determining the faculty to student ratio.

(4) Preceptors shall not be utilized in introductory/foundation courses.

(5) Each nursing program when using preceptors shall have written policies for the use of preceptors which includes the following:

(A) Communications between the school and the preceptor concerning the student;

(B) The qualifications of the preceptor; and

(C) The duties, roles and responsibilities of the school, the student and the preceptor.

(6) The preceptor shall be currently licensed as a practical nurse or registered professional nurse with at least two (2) years experience, one (1) of which must be in the area of clinical specialty for which the preceptor is used.

(7) The preceptor must be selected by the nursing program in concert with the clinical site.

(8) The faculty of the nursing program is responsible for the final evaluation and the assignment of performance rating or grade to the student. The preceptor should provide written documentation of the student meeting the designated objectives for consideration.

(9) Preceptors shall be identified in the annual report by listing the course and the number of preceptors utilized in that course.

AUTHORITY: sections 335.036(2), (3), (4), (5) and (6), RSMo Supp. 1997 and 335.071, RSMo 1994. Original rule filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995 and 335.071, RSMo 1975; amended 1981.*

4 CSR 200-3.090 Students

PURPOSE: This rule defines the admission, readmission and transfer, non-English speaking student and student services for students in programs of practical nursing.

(1) Admission, Readmission and Transfer.

(A) The educational program shall comply with the state and federal laws regarding discrimination in the selection and admission of students.

(B) Policies for admission, selection, readmission, transfer and advanced placement shall be written, implemented and evaluated by the faculty.

(C) Admission criteria shall reflect consideration of the potential to—

- 1. Complete the program;
- 2. Possess necessary functional abilities; and
- 3. Meet the standards to apply for licensure (see section 335.046.2, RSMo).

(D) Students who are readmitted or transferred shall complete the same requirements for graduation as other members of the class to which they are admitted.

(E) The board shall approve the maximum number of students enrolled in each program. The criteria for approval of the maximum number will be based on:

1. Availability of qualified faculty;
2. Available clinical experiences;
3. Educational facility's ability to accommodate students; and
4. Patient safety.

(F) Late admissions. No student shall be admitted later than five (5) school days after the established entrance date of the program.

(2) Non-English Speaking Students.

(A) Non-English speaking students shall meet the same general admission requirements as other students.

(B) An applicant for whom English is a second language shall pass an English proficiency examination.

(3) Student Services.

(A) Housing. If the school provides housing for the students, there shall be written policies governing the facilities.

(B) Health. If the school provides health services for the students, there shall be written policies governing these services. If no health services are provided, a plan for emergency care shall be in writing.

(C) Academic Advisement and Financial Aid Services. Academic advisement and financial aid services shall be accessible to all students.

(D) Grievance Procedure. Policies and procedures which afford students due process shall be available for managing academic and nonacademic grievances. Due process for student grievances shall include the providing of written notice of all decisions affecting an individual student, an opportunity for the student to contest those decisions either in writing or in person, the opportunity to contest facts serving as the basis for the decisions, and the opportunity to appeal the decisions to a level higher than the original decision maker.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.100 Educational Program

PURPOSE: This rule defines the general purposes, curriculum organization and development, curriculum plan and curriculum requirements for programs of practical nursing in Missouri.

(1) General Purpose.

(A) The educational program shall provide planned learning experiences essential to the achievement of the stated philosophy and graduate competencies of the program.

(B) Graduate competencies of the curriculum shall be based on the philosophy of the program and shall be stated in terms of the competencies expected of the graduate.

(C) The amount of theory and clinical practice shall be based on the philosophy and graduate competencies of the program, the length of the program and the course content.

(2) Curriculum Organization and Development.

(A) Curriculum development shall be the responsibility of the professional nursing faculty.

(B) The sequence of courses shall be logical, show progression, and shall be based upon the graduate competencies of the program.

(C) The curriculum shall be planned so that the number of hours/credits/units of instruction are distributed between theory and clinical hours/credits/units to permit achievement of program outcomes.

(D) The curriculum shall show the numbers of hours/credits of formal instruction and clinical instruction for each course of the program.

(E) The curriculum shall reflect how theory and practice in practical nursing education encompasses the restoration, promotion and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle.

(3) Curriculum Plan.

(A) The length of the program shall be no less than ten (10) months of instruction.

(B) Clinical learning experiences shall be determined by the educational needs of the student and by the requisites of the curriculum.

(C) Student learning experiences shall be directed and evaluated by faculty and be consistent with the curriculum plan.

(4) Curriculum Requirements. There shall be a general written plan for the total curriculum for each class of students which will show the courses taught, sequence, correlation and integration of classroom and clinical instruction. Courses may be developed separately or as integral parts of other courses. Integrated concepts shall be evident in the course objectives. Instruction will be provided in the following areas:

(A) Biological and Physical Sciences. Content from these sciences shall include:

1. Anatomy and Physiology;
2. Nutrition; and
3. Pharmacology;

(B) Social and Behavioral Sciences. Content from these sciences shall include concepts of:

1. Communication;
2. Interpersonal Relations;
3. Cultural Diversity; and
4. Growth and Development/Life Span;

(C) Nursing Science. Theory and clinical instruction in nursing shall be based on the nursing process and shall include collecting data, planning, implementing and evaluating nursing care. Content shall enable the student to develop competency in each of the following areas:

1. Fundamentals of Nursing;
2. Nursing of Adults;
3. Nursing of Children;
4. Nursing of the Elderly;
5. Maternal and Newborn Nursing;
6. Mental Health Concepts;
7. Administration of Medications;
8. IV Therapy; and
9. Leadership/Management Concepts;

(D) Personal and Vocational Concepts. This course shall exist as a discrete entity in the curriculum and shall be titled as Personal and Vocational Concepts. Content in this course shall include:

1. Ethics;
2. Nursing History and Trends;
3. Vocational Relationships, including the role of the practical and professional nurse; and
4. Legal Aspects of Nursing; and

(E) Course Outlines.

1. Course outlines shall be up-to-date and available to all faculty members.

2. The objectives of each course and the methods to be used in teaching shall be stated.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Amended: Filed May 6, 1983,*

effective Aug. 11, 1983. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.110 Records

PURPOSE: *This rule defines records required to be kept by programs of practical nursing.*

(1) Transcripts.

(A) Transcripts of all courses attempted or completed by each student attending the program shall be maintained permanently. Courses shall be listed in chronological order.

(B) The final transcript shall identify the following:

1. Date of admission, date of separation from the program and hours/credits/units earned and the diploma/certificate awarded; and

2. Transferred credits, including course titles, credits earned, and the name and location of the credit-granting institution.

(C) Seal of the school and signature of the current administrator or registrar shall be affixed to all official transcripts.

(2) School Records.

(A) Student records shall be stored in an area which is theft resistant and where confidentiality can be ensured.

(B) Transcripts including microfiche and computer files shall be stored in documented fire-resistant files/cabinet areas.

(C) The nursing program shall maintain records as required for accreditation.

AUTHORITY: *section 335.036, RSMo Supp. 1997.* Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.120 Publications

PURPOSE: *This rule defines what must be included in the publication (bulletin, catalogue, or both) published by programs of practical nursing.*

(1) Publications shall be current, dated and internally consistent.

(2) Nondiscrimination policy shall appear in publications specific to the nursing program.

(3) The following information shall be given to the applicant in writing prior to admission:

(A) Accreditation status as granted by the board (initial, full or conditional accreditation status);

(B) Admission criteria;

(C) Section 335.066 of the Missouri Nursing Practice Act with an explanation that completion of the program does not guarantee eligibility to take the licensure examination;

(D) Advanced placement policies;

(E) Student services;

(F) Curriculum plan;

(G) Program costs;

(H) Refund policy; and

(I) Financial assistance.

(4) The following information shall be given to the student in writing upon entry:

(A) Philosophy;

(B) Graduate competencies;

(C) Grading, promotion and graduation policies;

(D) Faculty roster with qualifications;

(E) School calendar;

(F) Student policies;

(G) Student's rights and responsibilities; and

(H) Due process and grievance policies and procedures.

AUTHORITY: *section 335.036, RSMo Supp. 1997.* Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.130 Evaluations

PURPOSE: *This rule provides for evaluation of the nursing program by both faculty and students.*

(1) There shall be a written plan for systematic evaluation of all aspects of the program. The plan shall include:

(A) Frequency of evaluation of each area;

(B) Methods of evaluation; and

(C) Person(s) responsible for the evaluation.

(2) Provisions shall be made for students to evaluate nursing courses, clinical experiences and instructors in compliance with systematic evaluation plan.

(3) In compliance with systematic evaluation plan provision shall be made for:

(A) Students, instructors and representatives of clinical sites to evaluate nursing courses, clinical experiences and instructors; and

(B) Graduates to evaluate graduate competencies.

(4) Documentation shall indicate that the systematic evaluation plan has been utilized in the planning and improvement of the program.

AUTHORITY: *section 335.036, RSMo Supp. 1997.* Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.140 Requirements for Licensure

(Rescinded January 14, 1982)

AUTHORITY: *Chapter 335, RSMo 1978. This version filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Amended: Filed Jan. 8, 1981, effective April 11, 1981. Rescinded: Filed Oct. 14, 1981, effective Jan. 14, 1982.*

4 CSR 200-3.150 Licensure

(Rescinded January 14, 1982)

AUTHORITY: *Chapter 335, RSMo 1978. This version filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded: Filed Oct. 14, 1981, effective Jan. 14, 1982.*

4 CSR 200-3.160 Change of Name and/or Address

(Rescinded January 14, 1982)

AUTHORITY: *Chapter 335, RSMo 1978. This version filed Jan. 29, 1975, effective Feb. 8,*



1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded: Filed Oct. 14, 1981, effective Jan. 14, 1982.

4 CSR 200-3.170 Denial, Suspension or Revocation of License

(Rescinded August 30, 1996)

AUTHORITY: Chapter 335, RSMo 1986 and Supp. 1992. This version of rule filed April 20, 1973, effective May 1, 1973. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded: Filed 15, 1996, effective Aug. 30, 1996.

4 CSR 200-3.180 Licensure Examination Performance

PURPOSE: This rule defines the required examination pass rate level of graduates of accredited nursing programs on their first attempt at the licensure examination.

(1) The licensure examination performance of first-time candidates from each nursing program shall be no less than eighty percent (80%) for each fiscal year (July 1 through June 30).

(2) The nursing program with lower than eighty percent (80%) pass rate will—

(A) First Year—Provide the board with a report analyzing all aspects of education program, identify areas contributing to the unacceptable pass rate and plan of action to resolve low pass rate;

(B) Second Consecutive Year—The program will be placed on conditional accreditation status. The program administrator will appear before and present to the board an analysis of measures taken the first year, problems identified and plans of correction; and

(C) The nursing program shall remain on “conditional accreditation” until it has two (2) consecutive years of pass rates of at least eighty percent (80%) or until the board removes accreditation pursuant to section 335.071.3, RSMo.

AUTHORITY: sections 335.036(2), (3), (4), (5) and (6), RSMo Supp. 1997 and 335.071, RSMo 1994. Original rule filed Sept. 1, 1998, effective Feb. 28, 1999.*

**Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995 and 335.071, RSMo 1997, amended 1981.*